United Nations ST/IC/1998/74

Secretariat

2 November 1998

Information circular*

To: Members of staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Post adjustment classification for New York****

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 46.5 for staff in the Professional and higher categories serving in New York has been met as of 1 November 1998. Consequently, effective 1 November 1998, the post adjustment multiplier for New York is being revised from 42.6 to 46.5.

2. The annual amount of post adjustment at multiplier 46.5 for each salary level and step is shown in the annex to the present circular.

3. The implementation of the revised post adjustment multiplier will be reflected in the end of November 1998 payroll.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 3180.

98-33219 (E) 031198

Annex

POST ADJUSTMENT MULTIPLIER 46.5

(in United States dollars)

Effective 1 November 1998

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
						S	T	E	P	S						
Under-Secretary-General																
	Net D	47490.45														
	Net S	42725.60														
Assistant Secretary-General																
	Net D	43557.02														
	Net S	39441.77														
Director																
D-2	Net D	36451.35	37162.34	37872.86	38583.38	39294.36	40004.88									
	Net S	33506.04	34102.17	34695.98	35288.85	35882.66	36476.00									
Principal Officer																
D-1	Net D	32700.66	33309.35	33918.03	34525.79	35134.47	35743.16	36351.84	36960.53	37568.75						
	Net S	30230.58	30762.54	31294.04	31824.60	32356.10	32887.59	33419.09	33933.84	34441.62						
Senior Officer																
P-5	Net D	29287.10	29838.12	30388.68	30939.71	31490.27	32040.83	32591.39	33142.41	33692.51	34243.07	34794.09	35344.19	35895.21		
	Net S	27195.99	27700.05	28203.65	28692.83	29174.10	29654.45	30135.26	30616.53	31096.88	31577.69	32058.96	32539.31	33020.12		
First Officer																
P-4	Net D	24736.14	25274.15	25810.76	26346.90	26884.91	27421.52	27958.59	28495.67	29032.74	29569.35	30105.96	30643.97	31180.58	31717.65	32254.73
	Net S	23028.20	23521.56	24014.00	24505.50	24997.47	25488.51	25980.02	26471.52	26963.03	27454.07	27944.64	28434.75	28903.47	29372.19	29841.38
Second Officer																
P-3	Net D	20771.09	21275.61	21780.14	22284.20	22788.72	23293.25	23797.77	24302.30	24806.82	25311.81	25815.87	26320.40	26824.46	27328.98	27833.97
	Net S	19383.53	19847.60	20312.13	20775.74	21240.27	21703.88	22166.55	22630.16	23092.83	23555.97	24019.11	24481.32	24942.60	25403.88	25866.09
Associate Officer																
P-2	Net D	17221.28	17672.79	18123.84	18574.89	19025.94	19476.99	19928.51	20379.09	20831.07	21282.12	21732.71	22184.69			
	Net S	16154.57	16564.23	16972.50	17381.70	17789.97	18199.17	18607.91	19022.69	19438.86	19853.64	20268.42	20684.13			
Assistant Officer																
P-1	Net D	13632.41	14066.72	14500.10	14933.94	15367.32	15800.24	16235.01	16667.93	17101.31	17535.15					
	Net S	12859.58	13259.48	13657.98	14056.95	14455.46	14853.96	15253.86	15652.37	16046.22	16439.15					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

United Nations ST/IC/1998/75

Secretariat

4 November 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category****

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for the above-mentioned categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/1998/74 of 2 November 1998, the International Civil Service Commission (ICSC) determined that post adjustment multiplier 46.5 for staff in the Professional and higher categories in New York was due as of 1 November 1998. Therefore, the revised post adjustment multiplier of 46.5 was authorized for New York with effect from 1 November 1998.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories with effect from 1 November 1998. The revised scale is reproduced in annex I to the present circular.

4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 November 1998. The revised scale is set out in annex II to the present circular.

5. The November 1998 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

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* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 3300.

98-33664 (E) 051198

Annex I

Pensionable remuneration for staff in the Professional and higher categories
Effective 1 November 1998

(United States dollars)

Level	*STEPS*														
	I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	183 168														
Assistant Secretary-General															
ASG	169 298														
Director															
D-2	140 777	143 976	147 175	150 371	153 570	156 769									
Principal Officer															
D-1	124 684	127 241	129 797	132 349	134 906	137 590	140 329	143 069	145 804						
Senior Officer															
P-5	110 348	112 661	114 974	117 287	119 601	121 911	124 225	126 539	128 849	131 163	133 476	135 795	138 274		
First Officer															
P-4	91 233	93 491	95 744	97 998	100 256	102 510	104 766	107 022	109 277	111 531	113 785	116 046	118 299	120 554	122 811
Second Officer															
P-3	75 932	77 871	79 810	81 745	83 685	85 622	87 559	89 500	91 529	93 649	95 767	97 886	100 004	102 122	104 243
Associate Officer															
P-2	62 294	64 031	65 763	67 497	69 229	70 963	72 696	74 427	76 164	77 896	79 628	81 363			
Assistant Officer															
P-1	48 508	50 178	51 842	53 508	55 174	56 838	58 507	60 171	61 836	63 503					

Annex II

Pensionable remuneration for staff in the Field Service category

Effective 1 November 1998

(United States dollars)

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	90 610	92 991	95 373	97 749	100 129	102 511	104 893	107 272	109 653	112 031	114 414	116 797			
FS-6	76 433	78 461	80 492	82 516	84 544	86 573	88 599	90 649	92 862	95 079	97 297	99 512			
FS-5	65 797	67 525	69 255	70 985	72 718	74 447	76 179	77 907	79 640	81 370	83 101	84 830	86 561		
FS-4	57 715	59 155	60 588	62 025	63 461	64 896	66 331	67 771	69 205	70 642	72 077	73 466	74 949	76 386	77 822
FS-3	50 650	51 875	53 094	54 317	55 534	56 759	57 981	59 201	60 424	61 638	62 862	64 083	65 308	66 525	67 749
FS-2	44 624	45 650	46 732	47 809	48 888	49 967	50 997	52 125	53 203	54 284	55 361	56 439			
FS-1	39 720	40 596	41 470	42 342	43 215	44 093	44 967	45 893	46 843	47 790					

United Nations ST/IC/1998/76

Secretariat

17 November 1998

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue: "Schönbrunn Palace" stamps and prestige booklets and the 1998 annual collection folders**

Commemorative stamps

1. On Friday, 4 December 1998, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "Schönbrunn Palace". This is the fourth United Nations stamp issue to illustrate World Heritage sites and the second to feature prestige booklets describing the site. The stamps, in denominations of US$ 0.33, $0.60, Sw F 0,70, Sw F 1,10, S 3.50 and S 7, were designed by Robert Stein (United Nations), based on photographs provided by Schloß Schönbrunn Kultur-und Betriebsges, m.b.H.

(United States equivalents — Sw F 0,70: $0.47; Sw F 1,10: $0.74; S 3.50: $0.28; and S 7: $0.56 — subject to exchange rate fluctuation)

* Expiration date of the present information circular: 31 December 1998.

98-35901 (E) 241198

Prestige booklets

2. The three prestige booklets have a common design and each contains a total of 21 mint stamps based on the designs of the six commemorative stamps on the theme "Schönbrunn Palace" in one of three currencies: United States dollars, Swiss francs or Austrian schillings. The booklets are priced at $2.79, $2.64 and $2.66, respectively, subject to fluctuating exchange rates.

1998 annual collection folders

3. The New York, Geneva and Vienna annual collection folders of single mint stamps and souvenir sheets issued in 1998 will be released also on 4 December 1998. It should be noted that the 1998 endangered species series and the 1998 flag series stamps will not be included in the individual New York, Geneva or Vienna annual collection folders. They are contained in their own separate albums.

1998 flag series folder

4. The 1998 flag series folder will be released on 4 December 1998. One of each of the eight flag stamps issued in 1998 will be included with each album, together with the appropriate mounts.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets only.

6. Members of delegations and the staff can obtain the new stamps, prestige booklets and first-day items on Friday, 4 December, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

7. First-day-of-issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat Lobby from 9 a.m. to 4 p.m.

8. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/1998/77

Secretariat

12 November 1998

Information circular*

To: Members of the staff

From: The Controller

Subject: **United Nations group life insurance plan****

General

1. An administrative instruction (ST/AI/1998/10) has been issued governing the policies and procedures for the United Nations group life insurance plan made available to staff and former staff, with effect from 1 January 1999. The present circular should be read in conjunction with that instruction.

2. As promulgated in Secretary-General's bulletin ST/SGB/1998/5, staff rule 206.2 has been cancelled with effect from 1 February 1998. This rule required project personnel to participate in the group life insurance plan, unless exemption from such participation was expressly stated in the letter of appointment. The plan is, therefore, now voluntary for all eligible staff.

New eligibility criteria

3. With effect from 1 January 1999, the eligibility criteria are changed. In order to be eligible to participate in the plan, it will only be necessary to have a letter of appointment for six months or more, not for a year or more as previously required.

Improvements in coverage

4. In addition, other changes are being introduced, with effect from 1 January 1999, as follows:

(a) The normal level of benefits for staff enrolling in the plan is now based on two and a half times pensionable remuneration, instead of two times pensionable remuneration;

(b) The maximum benefit is raised from $130,000 to $250,000;

(c) The coverage of staff members entering the plan at age 62 is limited to $14,000 instead of $7,000 at age 60, as was previously the case;

(d) The maximum coverage for all staff members still in service at age 62 is raised from $58,500 to $125,000. If the staff member's coverage is higher than $125,000, it will automatically be reduced to that level on 1 January coinciding with, or next following, the attainment of age 62;

(e) The age up to which staff members whose appointments are terminated for reasons of health in accordance with staff regulation 9.1 (a) are eligible to receive life insurance coverage equal to their coverage on the date of separation, without payment of further premiums, is raised from 60 to 62. Upon the attainment of age 62, the percentage factors set out in paragraph (f) below apply;

(f) The percentage factor applicable to the coverage of former staff members entitled to after-service life insurance is improved as follows:

(i) Coverage on separation from service between the ages of 55 and 65 is increased from 45 to 50 per cent;

(ii) Coverage on separation from service at age 65 is increased from 22.5 to 25 per cent;

* The present circular will be in effect until further notice.

** Personnel Manual index No. 6221.

98-35190S (E) 181198

(iii) Coverage on separation from service at age 70 is increased from 7.5 to 10 per cent;

(iv) The reduction to $125,000 at age 62, while still in service, will be ignored in these calculations;

(g) The minimum benefit after age 70 is raised from $2,000 to $5,000, but not more than the amount to which the retiree would be entitled before age 70, and the maximum benefit after age 70 is raised from $5,000 to $10,000.

5. The new schedule setting out the levels of insurance coverage for staff within specified ranges of pensionable remuneration and the corresponding monthly premiums, compared with the previous levels, is set out in annex I. The premium remains at $0.29 per $1,000 of coverage.

Implementation of improvements in coverage

6. The improvements in coverage described in paragraph 4 above, in particular the change in the base from two to two and a half times pensionable remuneration and the increase in the maximum benefit to $250,000, will be implemented in the end of December 1998 payroll, to take effect from 1 January 1999, as life insurance premiums are payable at the beginning of each month of coverage. At the same time, any increases in the pensionable remuneration of participants since 1 July 1996 will be taken into account.

7. **Consequently, all participants in the plan, other than those who have previously executed a waiver of automatic increase in coverage, are reminded that if their pensionable remuneration on 31 December 1998 places them at a higher insurance level, because of the increase in the basis of coverage from two to two and a half times pensionable remuneration or because of the increase in the maximum benefit, their coverage will automatically be increased to that level unless they execute the waiver of automatic increase in coverage set out in annex II to the present circular and submit it before the deadline of 31 December 1998.**

Waiver of automatic increase

8. Staff members who are considering executing a waiver may wish, in addition to reviewing sections 6 and 7 of administrative instruction ST/AI/1998/10, to check the pensionable remuneration for their level and step with the levels of insurance coverage and corresponding monthly premiums for the specified ranges of pensionable remuneration set out in annex I to the present circular. The pensionable remuneration of staff in the Professional and higher categories and in the Field Service is set out in a table in appendix A to the Staff Rules. The pensionable remuneration of staff in the General Service and related categories consists of gross salary, language allowance and, if applicable, non-residence allowance, converted to United States dollars at the official rate of exchange.

9. The waiver form in annex II may be detached or photocopied as necessary. Participants who wish to waive this and any future automatic increase in life insurance coverage should sign and return the completed waiver form to the Payroll Section, Accounts Division, Office of Programme Planning, Budget and Accounts, room S-1826 (or, if payrolled outside Headquarters, to the appropriate finance section). In order to avoid incurring a retroactive payroll adjustment to the effective date of the waiver, 1 January 1999, the completed waiver form should be submitted to the relevant payroll office by 30 November, *but in no event later than 31 December 1998*.

Conversion privilege

10. All staff members who are enrolled in the group life insurance plan at the time of their separation from the Organization may make arrangements through the Insurance, Claims and Compensation Section to convert to an individual policy with the insurer at a cost determined by the insurer, without having to produce further evidence of insurability. The premium rate schedule pertaining to the conversion life insurance policy established by the insurer is age-based and bears no relationship to the premium structure of the United Nations group life insurance plan. The participant is then solely responsible for remitting the related payments directly to the insurance company.

Designation of beneficiary or beneficiaries

11. Staff members are reminded to review their designation of beneficiaries in respect of their group life insurance coverage. Changes in the designation of beneficiaries may be made at any time. Special forms for this purpose may be obtained from the Insurance, Claims and Compensation Section, room S-2765, extension 3-5806, at Headquarters. Staff members serving away from Headquarters may obtain these forms from their respective administrative offices.

12. For additional information on the group life insurance plan, please contact the Insurance, Claims and Compensation Section, room S-2765, or, where appropriate, the local insurance unit at offices away from Headquarters. A summary of the benefits for staff members and former staff members is set out in annex III.

13. The present circular supersedes information circular ST/IC/1996/42, dated 17 July 1996, and all previously issued information circulars concerning the United Nations group life insurance plan.

Annex I

Group life insurance brackets

Amounts of insurance coverage and corresponding premiums for different levels of pensionable remuneration (comparing old and new levels of premium and coverage)

Annual pensionable remuneration	*Maximum life insurance*	*Maximum accidental death and dismemberment insurance*	*Monthly premium, effective 1 January 1999*	*Coverage and premium levels up to 31 December 1998 (see para. 6)*	
				Level of coverage	*Monthly premium*
$	$	$	$	$	$
Less than 2 000	**5 000**	**5 000**	**1.45**	3 000	0.87
2 001 to 4 000	**10 000**	**10 000**	**2.90**	6 000	1.74
4 001 to 6 000	**15 000**	**15 000**	**4.35**	10 000	2.90
6 001 to 8 000	**20 000**	**20 000**	**5.80**	14 000	4.06
8 001 to 10 000	**25 000**	**25 000**	**7.25**	18 000	5.22
10 001 to 12 000	**30 000**	**30 000**	**8.70**	22 000	6.38
12 001 to 14 000	**35 000**	**35 000**	**10.15**	26 000	7.54
14 001 to 16 000	**40 000**	**40 000**	**11.60**	30 000	8.70
16 001 to 18 000	**45 000**	**45 000**	**13.05**	34 000	9.86
18 001 to 20 000	**50 000**	**50 000**	**14.50**	38 000	11.02
20 001 to 22 500	**56 250**	**56 250**	**16.32**	42 500	12.33
22 501 to 25 000	**62 500**	**62 500**	**18.13**	47 500	13.78
25 001 to 27 500	**68 750**	**68 750**	**19.94**	52 500	15.23
27 501 to 30 000	**75 000**	**75 000**	**21.75**	57 500	16.68
30 001 to 32 500	**81 250**	**81 250**	**23.57**	65 000	18.85
32 501 to 35 000	**87 500**	**87 500**	**25.38**	70 000	20.30
35 001 to 37 500	**93 750**	**93 750**	**27.19**	75 000	21.75
37 501 to 40 000	**100 000**	**100 000**	**29.00**	80 000	23.20
40 001 to 42 500	**106 250**	**106 250**	**30.82**	85 000	24.65
42 501 to 45 000	**112 500**	**112 500**	**32.63**	90 000	26.10
45 001 to 47 500	**118 750**	**118 750**	**34.44**	95 000	27.55
47 501 to 50 000	**125 000**	**125 000**	**36.25**	100 000	29.00
50 001 to 52 500	**131 250**	**131 250**	**38.07**	105 000	30.45
52 501 to 55 000	**137 500**	**137 500**	**39.88**	110 000	31.90
55 001 to 57 500	**143 750**	**143 750**	**41.69**	115 000	33.35
57 501 to 60 000	**150 000**	**150 000**	**43.50**	120 000	34.80
60 001 to 62 500	**156 250**	**156 250**	**45.32**	125 000	36.25
62 501 to 65 000	**162 500**	**162 500**	**47.13**	130 000	37.70
65 001 to 70 000	**175 000**	**175 000**	**50.75**	130 000	37.70
70 001 to 75 000	**187 500**	**187 500**	**54.38**	130 000	37.70
75 001 to 80 000	**200 000**	**200 000**	**58.00**	130 000	37.70
80 001 to 85 000	**212 500**	**212 500**	**61.63**	130 000	37.70
85 001 to 90 000	**225 000**	**225 000**	**65.25**	130 000	37.70
90 001 to 95 000	**237 500**	**237 500**	**68.88**	130 000	37.70
Above 95 000	**250 000**	**250 000**	**72.50**	130 000	37.70

Note: Coverage for staff members entering the plan at age 62 or later will be restricted to $14,000 life insurance coverage and the same amount of accidental death and dismemberment insurance coverage.

Coverage for staff members whose life insurance coverage exceeds $125,000 will be automatically reduced to that level and the same amount of accidental death and dismemberment insurance, on 1 January coinciding with or next following attainment of age 62.

Annex II

Waiver of automatic increase

Date: _____

To: Payroll Section, room S-1826
(or, if payrolled outside Headquarters, to the appropriate finance section)

Subject: Group life insurance – Waiver of automatic increase

1. I hereby certify that:

(a) I have been given an opportunity to avail myself of the increased insurance benefits offered by the United Nations in accordance with administrative instruction ST/AI/1998/10 and information circular ST/IC/1998/77 on group life insurance; and

(b) I have decided not to take advantage of the offer.

2. I request, therefore, that my life insurance and accidental death and dismemberment coverages under the group policy be maintained at their current levels.

3. I understand that in order to obtain increased insurance in the future, I will be REQUIRED TO PROVIDE EVIDENCE OF INSURABILITY satisfactory to the insurance company and may be required to undergo a medical examination at my own expense.

4. I further understand that the company reserves the right to reject my application for such an increase.

_____ _____
Signature of staff member Signature of witness

_____ _____
Print or type name in full Print or type name in full

_____
Payroll index number

_____
Duty station

The effective date of the waiver of automatic increase will be 1 January 1999. In order to ensure that the necessary payroll action to freeze coverage can be taken before that date, this form should be forwarded to the appropriate payroll unit before 30 November 1998. If this form is submitted after 30 November, but before the deadline of 31 December 1998, the payroll action to freeze coverage will be implemented in the January 1999 payroll with retroactive effect to 1 January 1999. This form will then be filed in the staff member's finance file.

Annex III

Summary of benefits under the United Nations group life insurance plan[a]

Life insurance benefits

1. The plan will pay a life insurance benefit in the amount for which the participant was insured at the time of death.

2. The benefit will be payable to the designated beneficiary or beneficiaries upon satisfactory proof of death from any cause, at any place and at any time while the participant was insured.

Accidental death and dismemberment benefits

3. The plan will pay the benefits determined from the table of benefits below for loss of life, loss of hand or foot (by severance through or above the wrist or ankle joint) or permanent and complete loss of sight of an eye.

4. Benefits are payable if the loss:

(a) Occurs within 90 days after an accident which causes an injury to the participant while insured; and

(b) Results directly and solely from an injury caused by the accident and not excluded in the limitations section below.

Table of benefits

5. The full amount for which the participant was insured will be paid for the accidental loss of:

(a) Life;

(b) Both hands;

(c) Both feet;

(d) One hand and one foot;

(e) One hand and the sight of one eye;

(f) One foot and the sight of one eye; or

(g) The sight of both eyes.

6. One half of the amount for which the participant was insured will be paid for the accidental loss of one hand, one foot or the sight of one eye.

[a] The full provisions are contained in the contract between the insurance company and the United Nations.

Limitations

7. Accidental death and dismemberment coverage is only for losses due to accidents.

8. Benefits will be payable, however, for a loss which is:

(a) Caused by a pus-forming infection resulting directly and solely from an injury, which is covered under the plan; or

(b) Caused by a surgical operation, which is:

(i) Needed solely because of an injury which is covered under the plan; and

(ii) Performed within 90 days after the injury occurs.

9. This plan does not provide a benefit for any loss, other than those mentioned in the preceding sentence, which in any way is caused by any of the following:

(a) Bodily or mental infirmity;

(b) Disease, ptomaine or bacterial infections, of any kind;

(c) Medical or surgical treatment;

(d) Suicide or attempted suicide (sane or insane);

(e) Intentionally self-inflicted injury; or

(f) War or any act of war (whether war is declared or not).

After-service benefits

10. The benefits for former staff members who die will be the same as above but will be reduced, depending on the age of the participant at death, as follows:

(a) From the age of 55 through 64, 50 per cent of their coverage on the date of separation from service, unless it had already been reduced at age 62 while in service. This reduction will occur at age 62 for appointments terminated for reasons of health;

(b) From the age of 65 through 69, 25.0 per cent of their coverage on the date of separation from service;

(c) From the age of 70 onwards, 10.0 per cent of their coverage on the date of separation from service, subject to a maximum of $10,000 and a minimum of $5,000 or the amount to which the former staff member had been entitled before age 70, whichever is the less.

United Nations ST/IC/1998/78

Secretariat

19 November 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 1999 at United Nations Headquarters in New York**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 1999 at United Nations Headquarters in New York, following consultation with the staff, have been designated as follows:

1 January	New Year's Day
18 January	Eid Al-Fitr
15 February	Presidents' Day
29 March	Eid Al-Adha observance
2 April	Good Friday
31 May	Memorial Day
5 July	Fourth of July observance
6 September	Labour Day
25 November	Thanksgiving Day
24 December	Christmas Day observance

* Expiration date of the present information circular: 31 December 1999.

98-36185 (E) 201198

United Nations ST/IC/1998/79

Secretariat

20 November 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1998.

* Expiration date of the present information circular: 31 December 1998.

98-36439 (E) 241198

Annex

Placement and promotion
1–31 October 1998

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Alejandro, Mayra	F	DGAACS	DGAACS	P-3	98-P-GAA-227-NY
Castillo, Virgilio	M	DESA	DESA	P-3	98-D-ESA-284-NY
Chan, King-Ming Patricia	F	DPI	DPI	P-3	98-I-DPI-271-NY
Chung, Tam	M	DDA	DDA	P-3	98-P-DDA-350-NY
Dessables, Myriam	F	DPI	DPI	P-3	97-I-DPI-422-NY
Dessie, Mulualem	M	ESCWA	ESCWA	P-3	97-F-ECW-381-BE
Evora, Antonio	M	UNCTAD	DM/OPPBA	P-3	98-A-OPB-322-NY
Fernandez Vernet, Enrique	M	DGAACS	DGAACS	P-3	*
Khalil, Mona	F	OLA	OLA	P-3	98-L-OLA-292-NY
Marvin, William	M	UNOV	UNOG	P-3	98-F-UNG-531-GE
Modeste, Judith	F	DPI	DPI	P-3	98-B-DPI-347-NY
Moreno, Carlos	M	UNCTAD	UNCTAD	P-3	98-E-TAD-535-GE
Seki, Kaoruko	F	OCHA	OCHA	P-3	98-S-DHA-281-NY
Solongo, Dolgor	F	DESA	DM/OPPBA	P-3	98-A-OPB-322-NY
Vacchina, Paolo	M	DPA	OCHA	P-3	98-D-DHA-293-NY
Barry, Marliatou	F	UNCTAD	UNCTAD	P-4	*
Benzine, Marie-Helene	F	DGAACS	DGAACS	P-4	97-T-OCS-274-NY
Brodsky, Michael	M	DGAACS	DGAACS	P-4	98-T-DGA-290-NY
Carmignani, Marco	M	DESA	DPA	P-4	97-A-DPA-295-NY
Duytschaever, Marie-Claude	F	DGAACS	DGAACS	P-4	97-T-OCS-274-NY
Haffar, Mohammad Chafik	M	UNOV	UNOV	P-4	98-T-UNV-603-VI
Khouri-Padova, Lama	F	DPKO	DPKO	P-4	97-P-DPK-283-NY
Kyei Asare, Beatrice	F	DPKO	DPKO	P-4	96-F-DPK-043-NY
Makombo, N'Tumba	F	DPKO	DPKO	P-4	97-P-DPK-283-NY
Mennel, Ingrid	F	UNOV	UNOV	P-4	*

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Monacelli, Tiziana	F	DGAACS	DGAACS	P-4	97-T-OCS-274-NY
Sola, Pierre	M	UNOG	UNOG	P-4	98-X-UNG-511-GE
Vabre-Phillips, Muriel	F	DGAACS	DGAACS	P-4	97-T-OCS-274-NY
Chang, Fann-Shyong	M	UNOG	UNOG	P-5	97-T-UNG-271-GE
Cortez, Ana Luiza	F	DESA	DESA	P-5	98-E-ESA-108-NY
Evioni, Dena	F	UNOG	UNOG	P-5	97-T-UNG-217-GE
Gabr, Mohamed	M	ESCWA	ESCWA	P-5	97-E-ECW-131-BE
Gourov, Yuri	M	DPA	DPA	P-5	98-P-DPA-168-NY
Kong, May	F	DM/OPPBA	DM/OPPBA	P-5	98-F-OPB-023-NY
Metzner-Strack, Sabine	F	OCHA	OCHA	P-5	98-A-OCH-707-GE
Piquer Villa, Ramon	M	UNOG	UNOG	P-5	97-T-UNG-270-GE
Sanchez, Rudy	M	DPKO	DPKO	P-5	97-D-DPK-105-NY
Shishkin, Sergei	M	OIOS	OIOS	P-5	98-F-010-076-NY
Tikhomirov, Alexei	M	DESA	DESA	P-5	97-E-DSM-230-NY
Unterleitner, Carol Ann	F	UNOV	UNOV	P-5	98-T-UNV-030-VI
Malcolm, Marguerite	F	DGAACS	DGAACS	D-1	98-A-DGA-181-NY
Zainoeddin, Frances	F	DM/OPPBA	DM/OPPBA	D-1	98-A-OPB-199-NY
Placement					
Guerras Delgado, Inmaculada	F	OHCHR	OCHA	P-2	98-S-DHA-348-NY
Kwon, Hong Sok	M	ESCAP	DM/OHRM	P-2	98-A-HRM-246-NY
Calzada, Enrique	M	ESCWA	DM/OCSS	P-3	98-A-DOM-279-NY
Davies, Carol	F	UNOG	JIU	P-3	98-X-JIU-514-GE
Rao, Prabha	F	UNON	OCHA	P-3	98-A-DHA-316-NY
Shakoori, Batool	F	ESCWA	ESCWA	P-3	97-S-ECW-382-BE

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

United Nations ST/IC/1998/80

Secretariat

20 November 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached lists include placements and promotions approved in October 1998.

* Expiration date of the present information circular: 31 December 1998.

98-36441 (E) 241198

Annex

Placement and promotion
1–31 October 1998

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Rus, Serge	M	DGAACS	DGAACS	TC-4	98-G-DGA-034-T4
Wright, Michael	M	DGAACS	DGAACS	TC-4	98-G-DGA-034-T4
Ozejele, Paul	M	DGAACS	DGAACS	TC-6	98-G-DGA-040-TC
Collett, Elaine	F	DPKO	DPKO	G-5	97-G-DPK-125-G5
Pantaleon-Lontok, Elizabeth	F	DPKO	DPKO	G-5	97-G-DPK-125-G5
Tezetta, Haile-Yessous	F	DESA	DESA	G-5	98-G-ESA-079-G5
Khan, Stara*	F	UNJSPF	UNJSPF	G-6	98-G-JPG-087-G6
Sereni, Danielle**	F	DESA	DESA	G-6	—
Soomro, Jamil	M	DGAACS	DGAACS	G-6	98-G-DGA-063-G6

* The Secretary-General approved the placement of the staff member against the post at her current level. The promotion of the staff member against the post will be implemented when she has reached the established seniority in grade for regular promotion to the higher level.

** The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.